

**COUNTY EXECUTIVE'S 2008 BUDGET****DEPT:** REGISTER OF DEEDS**UNIT NO.** 3400**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.43, 69.22 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and optically scans real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements;

files and indexes birth, marriage and death certificates; sells copies of the above described documents; collects the real estate transfer tax; and performs such other functions as provided by law.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>2007/2008Change</b>
Personal Services (w/o EFB)	\$ 1,822,509	\$ 1,838,475	\$ 1,768,729	\$ (69,746)
Employee Fringe Benefits (EFB)	1,031,510	1,680,034	1,433,350	(246,684)
Services	202,816	301,165	289,230	(11,935)
Commodities	28,354	66,418	62,810	(3,608)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	1,453	0	0	0
Capital Contra	0	0	0	0
County Service Charges	762,323	720,570	701,190	(19,380)
Abatements	(709,869)	(664,207)	(12,580)	651,627
<b>Total Expenditures</b>	<b>\$ 3,139,096</b>	<b>\$ 3,942,455</b>	<b>\$ 4,242,729</b>	<b>\$ 300,274</b>
Direct Revenue	5,918,704	6,628,000	5,698,500	(929,500)
State & Federal Revenue	0	0	0	0
Indirect Revenue	77,499	0	92,059	92,059
<b>Total Revenue</b>	<b>\$ 5,996,203</b>	<b>\$ 6,628,000</b>	<b>\$ 5,790,559</b>	<b>\$ (837,441)</b>
<b>Direct Total Tax Levy</b>	<b>(2,857,107)</b>	<b>(2,685,545)</b>	<b>(1,547,830)</b>	<b>1,137,715</b>

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>2007/2008Change</b>
Central Service Allocation	\$ 73,460	\$ 72,938	\$ 0	\$ (72,938)
Courthouse Space Rental	328,236	325,657	0	(325,657)
Tech Support & Infrastructure	114,278	110,016	0	(110,016)
Distribution Services	28,500	40,566	0	(40,566)
Telecommunications	4,901	3,484	0	(3,484)
Record Center	7,822	1,830	0	(1,830)
Radio	0	0	0	0
Computer Charges	24,849	19,105	0	(19,105)
Applications Charges	115,407	76,106	0	(76,106)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	12,418	14,505	0	(14,505)
<b>Total Charges</b>	<b>\$ 709,871</b>	<b>\$ 664,207</b>	<b>\$ 0</b>	<b>\$ (664,207)</b>
<b>Direct Property Tax Levy</b>	<b>\$ (2,857,107)</b>	<b>\$ (2,685,545)</b>	<b>\$ (1,547,830)</b>	<b>\$ 1,137,715</b>
<b>Total Property Tax Levy</b>	<b>\$ (2,147,236)</b>	<b>\$ (2,021,338)</b>	<b>\$ (1,547,830)</b>	<b>\$ 473,508</b>

\*\* In 2006 and 2007, these costs were included in other charging departmental and non-departmental budgets. They were reflected here to show the "total" amount of tax levy support for this Department. In 2008, these costs are budgeted within the receiving department to show the tax levy cost in the department.

# COUNTY EXECUTIVE'S 2008 BUDGET

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PERSONNEL SUMMARY				
	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Personal Services (w/o EFB)	\$ 1,822,509	\$ 1,838,475	\$ 1,768,729	\$ (69,746)
Employee Fringe Benefits (EFB)	\$ 1,031,510	\$ 1,680,034	\$ 1,433,350	\$ (246,684)
Position Equivalent (Funded)*	49.5	49.1	44.6	(4.5)
% of Gross Wages Funded	100.0	100.0	96.9	(3.1)
Overtime (Dollars)**	\$ 154,885	\$ 142,500	\$ 149,544	\$ 7,044
Overtime (Equivalent to Position)	4.4	4.1	4.0	(0.1)

\* For 2006 Actuals, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Deputy Register of Deeds	Abolish	1/1.0	Administration	(66,817)
Clerical Asst. 1	Abolish	1/1.0	Real Estate	(33,903)
Office Support Asst. 2	Abolish	1/1.0	Real Estate	(29,930)
			TOTAL	\$ (130,650)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Administration	Expenditure	\$ 900,511	\$ 919,613	\$ 795,241	\$ (124,372)
	Abatement	(383,606)	(346,131)	(12,580)	333,551
	Revenue	77,699	0	1,000	1,000
	Tax Levy	\$ 439,206	\$ 573,482	\$ 781,661	\$ 208,179
Cashier Service	Expenditure	\$ 582,707	\$ 646,209	\$ 672,120	\$ 25,911
	Abatement	(29,340)	(29,318)	0	29,318
	Revenue	(2,010)	0	0	0
	Tax Levy	\$ 555,377	\$ 616,891	\$ 672,120	\$ 55,229
Real Estate Services	Expenditure	\$ 1,443,616	\$ 1,891,640	\$ 1,634,638	\$ (257,002)
	Abatement	(182,570)	(176,674)	0	176,674
	Revenue	5,451,549	6,148,000	5,221,500	(926,500)
	Tax Levy	\$ (4,190,503)	\$ (4,433,034)	\$ (3,586,862)	\$ 846,172
Vital / Statistics / Identification	Expenditure	\$ 568,310	\$ 692,352	\$ 694,635	\$ 2,283
	Abatement	(76,065)	(72,016)	0	72,016
	Revenue	463,908	470,000	470,000	0
	Tax Levy	\$ 28,337	\$ 150,336	\$ 224,635	\$ 74,299
Tax Listing Services	Expenditure	\$ 353,830	\$ 456,848	\$ 458,675	\$ 1,827
	Abatement	(38,290)	(40,068)	0	40,068
	Revenue	5,059	10,000	98,059	88,059
	Tax Levy	\$ 310,481	\$ 406,780	\$ 360,616	\$ (46,164)

## MISSION

The Milwaukee County Register of Deeds Office provides timely, secure, accurate, archival, accessible and cost-effective record systems and

services that are delivered in a prompt and courteous manner.

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### OBJECTIVES

- More efficient and easier public access to Federal Tax Lien (FTL) information will be achieved. Currently FTL information is stored as card images on a stand-alone database terminal. The FTL information will be transformed into data that can be accessed on the public terminals in the ROD Research section in G-7 and will also be made available on the Internet.
- Pre-1988 information and documents currently available only on microfilm and tract books will be converted to digital format. This allows for efficient access by employees and the public on ROD computers and on the Internet.

### DEPARTMENT DESCRIPTION

The **Administration** Division directs the activities of the Department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary, Safety and General Services Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; performs all departmental business functions such as reconciliation of all revenue and statistical reports, all personnel functions, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; and maintains and controls escrow funds. This division includes the Register of Deeds, 1.0 FTE Administrative Specialist and 1.0 FTE Fiscal Assistant 2.

The **Cashier Services** Division receives all monies required by the Department, determines the recordability and records all documents according to State Statutes. This Division includes one Clerical Assistant 2, 1.0 FTE Administrative Assistant (Register of Deeds), and 6.0 FTE Fiscal Assistant 1 positions.

The primary responsibility of the **Real Estate Services** Division is to comply with State Statutes regarding the indexing and optical scanning of all public real estate indices. The duties include optical imaging of all documents, maintaining the

automated real estate tract index, maintaining indices for motor vehicle liens, financing instruments, and military discharges; and validating Department of Commerce weatherization stipulations and waivers. This division includes 2.0 FTE Administrative Assistants, 1.0 FTE Clerical Specialist (Register of Deeds), 3.0 FTE Document Recorders and 12.0 FTE clerical support positions.

The **Vital Statistics** Division (formerly the Vital Statistics/Identification Services Division) maintains files on birth, death and marriage records and change of name orders according to State Statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This Division also conducts genealogical research. This Division includes 1.0 Administrative Assistant, 1.0 FTE Clerical Assistant 2 and 6.0 FTE Clerical Assistant 1 positions.

The **Tax Listing Services** Division reviews tax descriptions, assigns new tax key numbers due to real estate boundary changes, maintains plat books and property records, assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors. This Division includes 1.0 FTE Administrative Specialist (Register of Deeds) and 3.0 FTE Clerical Specialist (Register of Deeds) positions. One (1.0 FTE) position of Geographic Information Technician (funded by Milwaukee County Automated Mapping and Land Information System (MCAMLIS) – Org. Unit 1923) is also located in this Division.

### BUDGET HIGHLIGHTS

- Personal services expenditures without fringe benefits decrease by \$69,746, from \$1,838,475 to \$1,768,729.
- One (1.0 FTE) position of Deputy Register of Deeds is abolished for a savings of \$94,024 including salary, social security and the active portion of fringe benefit costs.
- Due to the slowing of the Real Estate Market and corresponding reduction in workload, 1.0 FTE Office Support Assistant 2 position and 1.0 FTE Clerical Assistant 1 position are abolished in the Real Estate Division. Savings of \$104,683

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include salary, social security and the active portion of the fringe benefit costs.

- Services decrease by \$11,935, from \$301,165 to \$289,230. This is primarily due to a \$30,000 increase for the Laredo project, which provides internet access to real estate records, offset by a \$20,000 reduction in postage, a \$15,200 reduction in microfilm services and a \$12,885 reduction in computer equipment.
- An appropriation of \$7,000 is included for repair of vital statistics books.
- Total revenue decreases by \$837,441, from \$6,628,000 to \$5,790,559. This decrease is primarily due to a \$490,000 reduction in revenues generated by the Real Estate Transfer Fee and a \$380,000 reduction in General Recording Fee revenues, which are reduced based on the slowing real estate market. The revenue reductions are offset by new revenue of \$100,000 associated with the above mentioned Laredo project.
- All fees remain at the 2007 level. A new fee of \$400.00 per month for internet access to Real Estate Records is included.
- Departments have the authority to fill unfunded positions provided they do not incur a salary deficit.
- ECP positions are not provided step increases or performance awards in 2008 as allowed in County Ordinance Section 17.265 (3).
- The abatement of Countywide crosscharges is discontinued in 2008. The tax levy previously held in the servicing department is redistributed to the recipient departments in an amount corresponding to the crosscharges. This results in a tax levy redistribution equal to the change in abatements. Due primarily to this change in methodology, direct tax levy for this department increased \$1,137,715. The actual change in tax levy for this department from 2007 is an increase of \$473,508.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

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<b>REGISTER OF DEEDS 2007 FEE SCHEDULE</b>		
<u>Description</u>	<u>Statutory Authority or Ordinance</u>	<u>Fee</u>
Real Estate Search	Ordinance 56.28	\$10.00
Rents/Weatherization	State Statute 101.122	10.00
General Recording Fees	State Statute 59.43(2)	11.00*
Digital Images (fee per image)	State Statute 59.43(2c)	.04
Internet Access (per month)	State Statute 59.43(2c)	400.00
Birth/Vital Statistics	State Statute 69.22	12.00**
Vital Statistics – Duplicate Copies	State Statute 69.22	3.00
Certification Filings/Recording Fees	State Statute 59.43(2)	1.00
Other Fees (Vital Check)	State Statute 69.22	8.00
Death/Marriage/Vital Statistics	State Statute 69.22	7.00
Copy Fees	State Statute 59.43(2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	0.30***
Tax Listing Fees (Per Document)	Ordinance 88.473	1.20
Other Service Fees (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.43(2)	50.00
Termination of Joint Tenancy	State Statute 59.43(2)	25.00

\* Of the \$11.00 Fee, Milwaukee County realizes \$4.00 of revenue.

\*\* Of the \$12.00 Birth Record Fee, Milwaukee County realizes \$5.00 of revenue.

\*\*\* Of this fee, Milwaukee County retains 20% or \$0.06 per \$100.

<b>RECORDINGS HISTORICAL</b>		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per day</u>
2001	186,710	746
2002	226,057	887
2003	291,021	1,141
2004	212,273	832
2005	230,466	911
2006	205,705	807

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<b>ACTIVITY AND STATISTICAL SUMMARY</b>				
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2008 Budget</u>
Recording	230,466	205,705	216,000	198,000
Vital Statistics Placed on File	30,885	31,350	35,000	30,000
Certified Copies - Birth, Death, Marriage	92,861	100,250	100,000	100,000
Transfer Tax	23,626	21,082	20,000	18,000
Vital Statistics Corrections - No Fee	12,523	8,472	15,000	7,000
Vital Statistics Certifications - No Fee (VA)	161	321	300	300
Termination of Joint Tenancy	1,863	1,824	2,000	2,000
Genealogy Services	3,949	3,076	5,000	3,000
Real Estate Searches**	444	495	700	500
Marriage Registrations	4,883	4,858	5,000	5,000
DILHR Validation	1,771	1,317	1,600	1,200

\*\* Due to internet accessibility searches have decreased.